

29 January 1959

MEMORANDUM FOR: Director of Training  
SUBJECT : War Planners Conference

1. A War Planners Conference is scheduled to be held at Headquarters during the period 16-27 March 1959. The program for this Conference will be forwarded when completed.
2. In order that the Conference will be of maximum value to all participants:
  - a. The agenda will be developed around items which are and will be of concern to the SWTs in their war planning during the forthcoming year.
  - b. Formal presentations will be held to a minimum and will be limited to those problems which will provide a point of departure for informal discussion.
  - c. Time allocated to small group discussions will be expanded in order to allow war planners to discuss their area problems with the division and staffs concerned.
  - d. Considerable free time will be scheduled to enable the war planners to discuss individual problems which do not lend themselves to group discussion.
3. After the agenda items from the Senior War Planners have been received, it may become necessary to call on certain war planning members of your staff for assistance in both the formal presentations and the panel discussions. Your cooperation in making such members of your staff available for this conference is requested.
4. Short digests of the formal presentations and panel discussions will be incorporated into a Conference Report, which will be made available to interested offices upon request.
5. Space limitations preclude issuance of invitations on a scale which we would desire. Consequently, it has been necessary to limit space allocated to your staff for attendance at the formal presentations to one. It is requested that you inform PFC, [redacted] extension [redacted] of your designee representative.

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6. Attendance at the group discussions mentioned in paragraph 2c, above, will be established after the schedule has been published and will be limited to staffs and divisions primarily concerned with each specific problem.

(Signed) [REDACTED]  
Chief, Planning and Program  
Coordination Staff

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